Kentucky End-of-Year Checklist

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May 2016

The Kentucky End-of-Year checklist provides information on certain activities that need to be performed within Infinite Campus at the end of the school year. Performing these steps aids in closing out the current year and preparing for the next school year.

> See the Infinite Campus End-of-Year Checklist for additional guidance.

General Timeline

The general timeline consists of high level activities that need to take place to close out the school year. Specific task lists for each area follow the general timeline.

Done	Task
	Post all student grades
	Generate report cards
	Post grades to transcripts
	Create/update student enrollments for next year
	Assign appropriate G-code end status and enrollment end date to all graduates
	End all other student enrollment records
	Run end-of-year state and district reports
	Update staff employment/assignment records
	Remove and/or add user rights
	Turn off POS import
	Change Active Year

Post Grades/Grade Reports

Done	Task
	Generate Missing Grades report to ensure teachers have posted final grades for all terms (*Path: Grading and Standards|Reports|Grades Report*)
	Post appropriate grades to student transcripts
	Print report cards and/or transcripts for record keeping
	Roll forward reports such as transcript or report card layout (*Path: System Administration|Preferences|Reports Roll Forward*)

Next Year Calendar and Student Enrollments

Done	Task
	Ensure next year calendar has been created
	Mark students that will be retained in current grade level
	Use the Enrollment Roll Forward tool to create enrollments for students in the school calendar and grade level they will attend next year. (*Path: System Administration|Student|Enrollment Roll Forward*)

	If student enrollments were rolled forward prior to the end of school to build next year schedules,
	    • run the Roll Forward tool again to roll forward any students who subsequently enrolled and
	    • run the Enrollment Cleanup Wizard to remove next year enrollment records for any student who withdrew prior to the end of the school year. (*Path: System Administration|Student|Enrollment Cleanup Wizard*)

	Optional: Submit support ticket for Infinite Campus to run the KY Enrollment Update script to update state reporting and special education fields on the next year student enrollments. (NOTE: Do not change Active Year until after Campus runs the script.)

G-Codes, Diploma Dates and Types

Done	Task
	Use Enrollment End Batch tool to assign enrollment end date and status (G-code) and diploma date, type and period to all graduates by mid-June.

Student Enrollments

Done	Task
	Generate the Enrollment Status report to identify any primary enrollments with an E98 start status and update to the correct status. (*Path: Student Information| Reports|Enrollment Status)*
	Generate the Enrollment Overlap report to correct all overlapping primary enrollments of more than one day. (*Path: Student Information|Reports|Enrollment Overlap)*
	Generate and securely save any end-of-year local/state reports that pull only active students
	Verify student enrollments for the next school year have been added
	Roll forward transportation codes (*Path: System Administration|Transportation| Transportation Roll Forward)*
	Verify all grades have been entered and posted to transcripts
	Use Enrollment End Batch tool to assign enrollment end date, status and action for any student who had an active enrollment on the last day of school.

	Generate the following reports to verify enrollment end status and diploma information has been correctly assigned to all students:
	Path: KY State Reporting|KDE Reports
	    • G-code Validation Pre-High School report
	    • G-code Validation High School Aggregate report
	    • Enrollment End Status Validation report
	Path: Ad Hoc Reporting|Filter Designer|State Published folder
	    • ENR – CO1 with Diploma Dates
	    • ENR – G Codes
	    • ENR – Grade 14 Students with CO1 End Status

	• ENR – Seniors with CO1
	• ENR – Student Enrollments Missing End Date/Status

End of Year Report Submission

Done	Task
	Follow instructions provided by KDE for end-of-year data reporting (See State Reporting Deadlines, Submission Processes and Contacts for information regarding specific data collections)

Staff Information and Records

Done	Task
	End date all district employment and district assignment records of staff who have left the district
	Modify district assignment records for staff who change roles or assignments within the district. (Note: Do not delete assignment records. Always end date an assignment and create new assignment records as needed)
	Deactivate user accounts for staff leaving the district

User Rights

Done	Task
	End access to Infinite Campus for all individuals who have left the district (staff, students, etc.)
	Update calendar tool rights
	Review tool rights for anyone changing roles in the district and update accordingly

Point of Sale (POS) Import

Done	Task
	Turn off the POS import prior to July 1
	Roll forward the POS for new year
	Change the year in the IC data import mapping
	Turn the import back on between your POS and IC when ready to begin importing new year data

Active Year

Done	Task
	Change the Active Year to the new year (*Path: System Administration|Calendars| School Years*)

	Caution:
	- Do not change Active Year until KY Enrollment Script has been run, if requested by your district - Active Year should not be changed until course registration and most student schedules for the new year are complete. - The Active Year determines what is available on the Portal. Remove the checkbox that allows schedules to display until ready for them to be viewed.